

**Rules and Regulations of the
Municipal Civil Service Commission**

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RULE XVIII

REPORTS BY APPOINTING AUTHORITIES

A. Reports of Appointing Authorities to Commission

In order that the Commission may keep proper records of changes in the service, each appointing authority shall make prompt and complete reports to the Commission of the following matters as well as other matters set forth elsewhere in these Rules, upon the forms prescribed by the Commission, or by letter where no form is prescribed:

1. Appointments; whether temporary, provisional, noncompetitive, original or promotional;
2. Conditions of employment; whether limited, part-time or seasonal;
3. Refusal or neglect to accept appointment by a person certified or failure to appear for an interview;
4. Transfer from one division to another, one department to another, or from one payroll to another;
5. Change in compensation;
6. Separation from service;
7. Charges and specifications for purposes of demotion or discipline;
8. Disciplinary action taken by the appointing authority (with the exception of oral or written reprimands);
9. Leave of absence and return from leave of absence;
10. Creation, merger or abolition of any position;
11. Any material change in the duties or responsibilities of a classified employee;
12. Absence from duty without leave;
13. Change in name or address of an employee;

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14. Information and/or reports required by a Federal or State agency.

Amended as of: July 29, 1996
